

CALIFORNIA PRISON INDUSTRY AUTHORITY

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MATTRESS & BEDDING)
PRISON INDUSTRIES SUPERINTENDENT II (MATTRESS & BEDDING)

5PI05-01
5PI05-02

OPEN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DENIAL OF FAMILY AND MEDICAL CARE LEAVE, DISABILITY, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY AND VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITION (S) EXIST IN	San Quentin State Prison, San Quentin, CA.
WHO SHOULD APPLY	Applicants, who meet the minimum qualifications (entrance requirements). This is an <u>OPEN – EXAMINATION</u> .
HOW TO APPLY	State Applications (Form STD 678) must be filed by mail or in person, with the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200. DO NOT SEND APPLICATIONS TO THE CALIFORNIA HUMAN RESOURCES DEPARTMENT (CalHR) <i>Note: If you meet the minimum qualifications for both exams with the same final filing date, you may apply for both examinations using one application. Please indicate this on your application.</i>
FINAL FILING DATE	State Applications (Form 678) must be POSTMARKED no later than 5:00 pm on <u>February 27, 2015</u> . Faxed or emailed applications will not be accepted. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held during April/May 2015 .
SALARY	Industrial Supervisor, Prison Industries (Mattress & Bedding) \$3924 - \$4962 Prison Industries Superintendent II (Mattress & Bedding) \$4823 - \$5986
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental open eligible list will be established for the California Prison Industry Authority (CALPIA). Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
POSITION DESCRIPTION	An <u>Industrial Supervisor, Prison Industries (Mattress & Bedding)</u> plans and schedules production, including labor, materials, and equipment; coordinates and/or supervises installation, operation, maintenance, and repair of equipment and/or machinery; makes recommendations to increase production efficiency and product quality; trains, counsels, and supervises inmates in production work, quality control, safety, and personnel development; participates in the Inmate Employability Program; evaluates their performance and recommends appropriate action; assists in budget preparation and makes recommendations for needed materials, labor, and equipment; supervises preparation of records and reports on production, processing, and inventories; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or to others or to property; maintains security of working areas and work materials; inspects and searches inmates for contraband, such as weapons or illegal drugs; and does other related work. A <u>Prison Industries Superintendent II (Mattress & Bedding)</u> is responsible for supervising a mattress and bedding operation; plans and schedules labor, material, and equipment for production; coordinates and/or supervises installation, operation, maintenance, and repair of equipment; makes recommendations to increase production, efficiency, and product quality;

POSITION DESCRIPTION (CONTINUED)	<p>assists in development, preparation for production, and marketing of new products; selects, trains, counsels, and supervises staff and inmates in production work; is responsible for quality control, production control, inventory control, methods analysis, cost control, material research, procurement, safety, and personnel development; evaluates performance of staff and inmates and takes or recommends appropriate action; assists in budget preparation and makes recommendations for needed materials and equipment; supervises preparation of records and reports on production, processing, and inventories; dictates correspondence and prepares reports; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; and inspects premises and searches inmates or wards for contraband, such as weapons or illegal drugs.</p> <p>PLEASE NOTE: This enterprise involves the manufacturing of mattresses, pillows, and other bedding.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>Note: All applicants must meet the education and/or experience requirements for this examination by the Final Filing date. Your signature on your application indicates that read, understand, and possess the minimum qualifications required. Applications/resumes received without this information will be rejected.</p> <p>Note: All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.</p> <p>Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
MINIMUM QUALIFICATIONS	<p><u>Industrial Supervisor, Prison Industries (Mattress & Bedding)</u> Two years of production experience in a mattress and bedding enterprise or trade. (Education, such as trade school, vocational education, or a major in the trade at the community college, college, or university level may be substituted for the required experience on the basis that two years of education is equal to one year of the required work experience. Such education must include two years of course work in the specified industrial operation.)</p> <p><u>Promotional Candidate:</u> Promotional candidates, including employees on training-and-development assignments, who are within six months of meeting the "Minimum Qualifications" for the specified promotional class, will be admitted to the examination, but first must complete the required experience before they can be eligible for appointment.</p> <p><u>Prison Industries Superintendent II (Mattress & Bedding)</u> Either I One year of experience in the California state service performing the duties of Prison Industries Superintendent I (Mattress & Bedding). Or II Two years of experience in the California state service performing the duties of an Industrial Supervisor, Prison Industries (Mattress & Bedding). Or III Four years of production experience in a Mattress & Bedding enterprise or trade, at least two years of which shall have been in a supervising capacity.</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>Tact, patience, and ability to work with persons confined in a correctional institution.</p>
SPECIAL PHYSICAL CHARACTERISTICS	<p>Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p>
ADDITIONAL DESIRABLE QUALIFICATIONS	<p><u>Industrial Supervisor, Prison Industries (Maintenance & Repair)</u> Supervisory experience; education equivalent to completion of the twelfth (12) grade; and assertiveness.</p> <p><u>Prison Industries Superintendent II (Maintenance & Repair)</u> Education equivalent to completion of graduation from college; assertiveness; experience in a correctional institution.</p>

EXAMINATION INFORMATION	<p style="text-align: center;">QUALIFICATIONS APPRAISAL – WEIGHTED 100%</p> <p>This examination will consist of a qualifications appraisal interview. During their interview, competitors should be prepared to answer questions relating to areas shown under the scope. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p>
EDUCATION AND EXPERIENCE	<p>If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, regardless of how long it has been since you attained the experience. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.</p>
SCOPE	<p>A. Knowledge of [Both levels] (with particular reference to mattress and bedding):</p> <p><u>Industrial Supervisor, Prison Industries (Mattress & Bedding)</u></p> <ol style="list-style-type: none"> 1. Methods, materials, machinery, processes, tools and equipment used in industrial operations to ensure safe and timely production completion. 2. Production scheduling and control to ensure customer orders are fulfilled. 3. Quality standards and control to maintain the integrity of the end product. 4. Safety practices to maintain a secure working environment. 5. Materials handling techniques for mattress and pillow production to carry out work assignments. 6. Principles of personnel management and supervision to effectively carry out assigned duties. 7. Basic computer skills, including document creation, spreadsheets and CALPIA computer operating systems to ensure efficient record keeping. <p><u>Prison Industries Superintendent I and II (Mattress & Bedding) (in addition to 1-7 above)</u></p> <ol style="list-style-type: none"> 8. Budget maintenance and cost control to compile and manage information. 9. The Department's Equal Employment objectives to consistently apply rules and regulations. 10. A manager's/supervisor's responsibility for promoting Equal Employment Opportunity in hiring and employee development and promotion, to maintain a work environment that is free of discrimination and harassment. <p>B. Ability to [Both levels] (with particular reference to mattress and bedding):</p> <p><u>Industrial Supervisor, Prison Industries (Mattress & Bedding)</u></p> <ol style="list-style-type: none"> 1. Set up, make minor repairs, maintain, adjust, and operate required equipment to ensure continued production. 2. Instruct and supervise inmates, in production techniques and safety practices to effectively achieve CALPIA goals. 3. Maintain firm and impartial and consistent discipline to maintain a positive and professional work environment. 4. Understand rules, regulations, laws, and procedures to determine and implement appropriate courses of action. 5. Analyze situations accurately and take effective action to accomplish program goals and objectives. 6. Keep records, compile and manager information to prepare necessary reports. 7. Communicate effectively at a level required for successful job performance to convey information and concepts clearly and concisely. <p><u>Prison Industries Superintendent I and II (Mattress & Bedding) (in addition to 1-7 above)</u></p> <ol style="list-style-type: none"> 8. Make labor and material estimates to complete projects and assignments in a cost effective and time efficient manner. 9. Effectively promote and enforce Equal Opportunity Employment policy in employment to maintain a work environment that is free of discrimination and harassment. 10. Maintain personnel records to ensure compliance and Departments's rules and regulations. 11. Instruct, supervise, train and monitor performance of staff in production techniques and safety practices to effectively achieve CALPIA goals.

VETERANS' PREFERENCE/CAREER CREDITS	<p>Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.</p> <p>Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.</p> <p>Career Credits are not granted in "OPEN" exams.</p>
QUESTIONS	If you have any questions concerning this announcement, please contact CALPIA, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact CALPIA at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview, due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at CalHR, local offices of the Employment Development Department, CALPIA and at www.calpia.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

CALPIA reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: Ordinarily, oral interviews are scheduled at Folsom headquarters and correctional institutions throughout the State. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Subdivisional promotional, 2) departmental promotional, 3) multi-departmental, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required. Any limitation which restricts a person from safely performing the essential functions of the position may constitute the basis for removal of the candidate's name from the eligible list.

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing information on arrests and driving violations. Candidates will be fingerprinted to search fingerprint files to disclose any criminal record. The hiring agency will use this information to determine your suitability to become a CALPIA employee. Information collected for a background investigation is distinct from that required on the Examination Application (STD Form 678) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required when completing the Examination Application.

Veterans' Preference Credits: Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply to Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work, 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: CALPIA does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

CALIFORNIA PRISON INDUSTRY AUTHORITY
 560 EAST NATOMA STREET * FOLSOM, CA 95630-2200-WWW.CALPIA.CA.GOV
 CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:
 FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922